

Tip Sheet for creating Accessible Print Documents

When developing print documents consider using the following strategies to increase the effectiveness of your documents and enhance their readability for everyone.

- Choose fonts that are easy to recognize, such as sans serif fonts (e.g. Arial or Verdana) - avoid decorative or serif fonts (e.g. Times New Roman, Garamond).
- Avoid using only uppercase characters. The use of lower case characters results in words that have different shapes, which helps with recognition and readability.
- Choose Large font sizes; ideally never less than 12 points. Where possible, use 14 point text.
- Choose 'regular' font styles for the primary content of a document and user bold font styles for emphasis. Avoid the use of underline, condensed or italic fonts, as they are more difficult for some people to read.
- Provide space between lines; ideally 25-30% of the point size. Closely spaced lines of text are difficult to read. (i.e. 1 or 1.5)
- Provide strong colour contrast between the text and the paper on which it is printed. Black text on a white paper provides the best contrast. If using coloured text or coloured paper, strive for the strongest colour contrast possible.
- Avoid using patterned backgrounds



- Where possible, align text with the left margin and use regular justification to achieve a consistent spacing between words. Fully justified text is not recommended as extra spaces are added between words, reducing their legibility and readability.
- Use 1" margins as a minimum, especially if content will be bound
- Avoid glossy paper

